IC/IHC ANALYST SUPPORT TASK FORCE - ANALYST STRUCTURED INTERVIEW FORM

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AGENCY: _____ COMPONENT: _____   DATE: _____ INTERVIEWER: _____ NUMBER: _____

· ANALYST TYPE:* I&W ____ CURRENT ____ RESEARCH ____ ESTIMATE ____ OTHER - _____ ·

ANALYST: _____   · ANALYST FIELD:* POLITICAL ____ ECONOMIC ____ MILITARY ____ S&T ____ OTHER - _____ ·

· AREA(S) OF INTEREST (i.e., USSR, PRC, etc.): _____ ·

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OUTPUTS:

I. PRODUCT NAME & DESCRIPTION (List the products you produce--including briefings, publications, contributions, personal contact, etc. Describe briefly if name is not self-explanatory. Specify the average percentage (%) of time you spend on these products over a one-year period.)	% OF TIME DEVOTED ANNUALLY	II. PRODUCTION DEADLINES*							III. PRODUCTION MODE			IV. FORMAT					V. PRODUCT USER (i.e., customers)				
		Minutes (1-60)	Hours (1-24)	Days (1-7)	Weeks (1-4)	Months (1-12)	Annual	Continuous update	Manual	Automated	Combined	Regular pubs	Ad hoc pubs	Automated File	Photo, map, chart, etc.	Voice (Briefing)	Executive (President, WH Staff, & NSC)	Departmental	Intel Comm	Own agency	Other (give name)
A.																					
B.																					
C.																					
D.																					
E.																					
F.																					

* Indicate percent (%) if more than one.

PRODUCT	VII. AGE OF DATA USED IN PRODUCT (Give % when more than one.)						VIII. RELATED INTELLIGENCE PRODUCTION		IX. COMMENTS/PROBLEMS (e.g.,Suggestions for improvement of data exchange)
	Minutes	Hours	Days	Weeks	Months	Years	RELATED PRODUCT NAME	AGENCY	
A.									
B.									
C.									
D.									
E.									
F.									

IX. GENERAL COMMENTS ON PRODUCTS AND PRODUCTION:

_____

_____

_____

INPUTS:

SUBSTANTATIVE SUBJECTS:

(Designate with numbers; 1 = essential, 2 = important, 3 = marginal, 4 = no importance, the SIGNIFICANCE of the following subjects to your products:

Significance			Significance		
____	1.	AGRICULTURE	____	16.	NARCOTICS
____	2.	BIBLIOGRAPHY AND MULTI-SUBJECT INDICES	____	17.	NUCLEAR
____	3.	BIOGRAPHY	____	18.	ORDER OF BATTLE
____	4.	CARTOGRAPHY	____		18.1 GROUND
____	5.	CLIMATE/WEATHER	____		18.2 AIR
____	6.	ECONOMICS	____		18.3 NAVAL
____	7.	ENERGY	____		18.4 MISSILE
____	8.	EQUIPMENT (NON-OB)	____		18.5 ELECTRONIC/ELINT/RADAR
____	9.	DEFENSE EXPENDITURES	____		18.6 CHEMICAL/BIOLOGICAL
____	10.	IMAGERY	____	19.	POLITICS
____	11.	INSTALLATIONS & TARGETING	____	20.	POPULATION/SOCIOLOGY
____	12.	INTERNATIONAL ORGANIZATIONS	____	21.	SCIENTIFIC & TECHNICAL
____	13.	LINES OF COMMUNICATIONS	____	22.	TERRORISM
____		13.1 HIGHWAYS	____	23.	TRACKINGS AND SIGHTINGS
____		13.2 RAILWAYS	____		23.1 AIR
____		13.3 AIR	____		23.2 OCEAN
____		13.4 TELECOMMUNICATIONS	____		23.3 SPACE
____	14.	LOGISTICS	____		23.4 PERSONALITIES AND ORGANIZATIONS
____	15.	MEDICAL/PSYCHOLOGICAL	____	24.	OTHER (SPECIFY)

II. SPECIFIC SOURCES OF DATA:

    A. UNSTRUCTURED RAW OR PROCESSED DOCUMENTS AND REPORTS:

(Designate the value of the following raw sources to your product -- 1 = essential, 2 = important, 3 = marginal, and 4 = no importance. Of those sources that you do receive and use, are they -- A = easily accessible or B = difficult to access. Please indicate the type of access you have to this source -- D = Direct or I = indirect. Comment on any problem with the source, such as access, security, etc.)

SOURCE	VALUE	TYPE OF ACCESS	EASE OF ACCESS	COMMENTS/PROBLEMS
State cables and airgrams ------------	----	-----	----	
State MEMCONS -----------------------	----	-----	----	
NSA SIGINT translations --------------	----	-----	----	
NSA summaries and reports ------------	----	-----	----	
DoD intelligence reports (IRs) -------	----	-----	----	
Military.and service periodic reports and summaries --------------	----	-----	----	
Allied liaison intelligence reports --	----	-----	----	
Second party (liaison) SIGINT --------	----	-----	----	
Foreign: newpapers, books, etc. -----	----	-----	----	
Domestic: newpapers, books, etc. ----	----	-----	----	
CIA intelligence reports (TDFIRs) ----	----	-----	----	
FBIS wire service and daily reports --	----	-----	----	
DCS reports (OOBs) -------------------	----	-----	----	
JPRS translations -------------------	----	-----	----	
Press wire services (non-FBIS) -------	----	-----	----	
DIA & NPIC photo interpretation reports ----------------------------	----	-----	----	
Personal contact --------------------	----	-----	----	
Other (including non-intelligence community documents, reports, journals, etc.) -------------------	----	-----	----	

II. SPECIFIC SOURCES OF DATA:

B. ORGANIZED OR STRUCTURED FILES: Analyst Evaluation as follows: 1 = excellent, 2 = satisfactory, 3 = unsatisfactory. (For any previously unknown file--file out gold form.)

NAME OF FILE	SUBJECT & DESCRIPTION OF USE	MODE		VALUE 1=essential 2=important 3=marginal 4=no impor- tance	FREQUENCY OF USE				TYPE OF ACCESS		ANALYST EVALUATION						COMMENTS/PROBLEMS
		Manual	Automated		Daily	Weekly	Monthly	Rarely	D = Direct	I = Indirect	Retrieval time	Completeness	Validity	Currency	Format	Other (specify)	
1. Personal Analyst Files:																	
a.																	
b.																	
c.																	
d.																	
e.																	
2. Office Files:																	
a.																	
b.																	
c.																	
d.																	
e.																	
f.																	

INPUTS (continued)

II. SPECIFIC SOURCES OF DATA:

B. ORGANIZED OR STRUCTURED FILES (continued):

STATINTL NAME OF FILE	SUBJECT & DESCRIPTION OF USE	MODE		VALUE 1=essential 2=important 3=marginal 4=no impor-tance	FREQUENCY OF USE				TYPE OF ACCESS		ANALYST EVALUATION						COMMENTS/PROBLEMS
		Manual	Automated		Daily	Weekly	Monthly	Rarely	D = Direct	I = Indirect	Retrieval time	Completeness	Validity	Currency	Format	Other (specify)	
3. Intelligence Community Files: (e.g., ████ STATINTL																	
a.																	
b.																	
c.																	
d.																	
e.																	
f.																	
g.																	
4. Other U.S. Government Files: (e.g., Treasury, Commerce, MEDLINES, Energy, AID, etc.)																	
a.																	
b.																	
c.																	

II. SPECIFIC SOURCES OF DATA:

    b. ORGANIZED OR STRUCTURED FILES (continued):

NAME OF FILE	SUBJECT & DESCRIPTION OF USE	MODE		VALUE	FREQUENCY OF USE				TYPE OF ACCESS		ANALYST EVALUATION						COMMENTS/PROBLEMS
		Manual	Automated	1=essential 2=important 3=marginal 4=no impor-tance	Daily	Weekly	Monthly	Rarely	D = Direct	I = Indirect	Retrieval time	Completeness	Validity	Currency	Format	Other (specify)	
5. Library Holdings: (e.g., Library of Congress ▮▮▮▮ Agency libraries, University libraries, etc.) STATINTL a.																	
b.																	
c.																	
d.																	
e. STATINTL																	
6. Commercial and other files: ▮▮▮▮ a.																	
b. STATINTL																	
c.																	
d.																	
e.																	

NPUTS
_____

I.   SPECIFIC SOURCES OF DATA:

   C.   FINISHED INTELLIGENCE PRODUCTS:

        (List all finished intelligence products that make an essential contribution to your product and characterize their accessability--
        A=easily accessable, B=difficult to access.)

FINISHED INTELLIGENCE PRODUCT	ORIGINATOR	ACCESS	COMMENTS/PROBLEMS
1.			
2.			
3.			
4.			

   D.   UNEXPLOITED SOURCES OF DATA:

        (List any unaccessable sources of data that would be useful to you including those in the catalog provided.)

UNEXPLOITED SOURCE	ORIGINATOR	M/A	REASON FOR LACK OF ACCESS	COMMENTS/PROBLEMS
1.				
2.				
3.				
4.				

NSTRUCTURED QUESTIONS:

1. If you have used any of the data bases listed in the catalog but were dissatisfied, please describe the problem.

2. Do you prefer to access automated information systems yourself or through an information systems specialist? Please comment.

3. What percentage (%) of your work involves quantitative analysis (or modeling) versus subjective analysis?

4. Please describe the structure you prefer for filing your data (breakdown by area, country, subject, issue, etc.).

5. How many analysts in your office do you feel would give answers similar to your own?